Safetygram

ACCESS CONTROL SYSTEM

HOW TO GET AN ACCESS CARD

- To provide you access to a building(s) during non-working hours, your supervisor must complete an access card request form and submit it to Protective Services with appropriate authorization.

HOW TO USE THE CARD

- Hold your cardkey near the IN reader.

- Open the door within 10 seconds after the green light appears.

- If the red light comes on, your cardkey may not be authorized for that time or location, or damaged. Use an emergency phone or ext. 1091 for assistance.

- If no light comes on, try again.

- Card out of the building using the OUT reader **as you exit**. You can card out during the day (when the door is automatically open).

- Do not lend your cardkey to anyone - only you are authorized to use it.

- Do not bring visitor, children or pets with you - only you are authorized access after hours.

The access control system is designed to safeguard NCI-Frederick personnel and property and should not be misused. If you encounter any problems in operating the system, please use an emergency phone located near the door or call x1091.